

# Biotechnology & Biomanufacturing Information Packet & Applications



## **SUPPORTED BY THE U.S. DEPARTMENT OF LABOR**

Funded, in part, by a grant awarded under the President's Community-Based Job Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration.

### PACKET CONTENTS:

1. A general description of our biotechnology and biomanufacturing programs and various employment skills developed by students during study at the college
2. A description of our Biomanufacturing Workforce Training program curriculum, supported by recent acquisition of United States Department of Labor funding
3. A "Quick List" reference guide, including the Biotech. Info. Session schedule.
4. Applications: A non-credit application, which needs to be completed for participation in the Biomanufacturing Workforce Training Program. A college admissions application, which needs to be completed in order to register for classes for the one year certificate or two year associates degree.

Note: Students may enroll in any certificate or degree credit courses without participation in the Department of Labor Grant.

# Biotechnology & Biomanufacturing Programs at Mount Wachusett Community Colleges' Devens Campus



One Jackson Place, 27 Jackson Road, Devens, MA 01434  
Biotechnology/Biomanufacturing offices, Suite #202  
(978) 630-9578

An industry expected to experience substantial growth in the near future and continuing for a number of years is the Biotechnology/Biomanufacturing sector of the pharmaceutical business. Job opportunities will exist for graduates of two and four year colleges or those with defined biotech/biomanufacturing skill sets. With potential employment in a number of technician positions, advancement can be expected as well as tuition support for further education.

The dawn of biotechnology occurred with the production of human insulin around 1970. Since that time, hundreds of millions of dollars have been spent on research and development and the biomanufacturing of drugs which will continue to impact humanity for decades into the future. The past two decades have resulted in an explosion of knowledge of DNA through a government and private industry sponsored program called the "Human Genome Project." This project, essentially completed, allowed the mapping of genes (DNA) on each of the 46 human chromosomes present in human cells. Such information will allow the development of medications to foster better health and the treatment of specific diseases, heretofore deemed untreatable. In addition to the Human Genome Project, scientists have modified crops and animals, using DNA studies, to produce better and healthier agricultural products for the growing world population.

Mount Wachusett Community College was recently awarded a Department of Labor Workforce Development grant. This grant will support the establishment of biotechnology/biomanufacturing training labs at the Devens campus and allow the college to increase enrollments in the curriculum. Mount Wachusett Community College has three Biotechnology/Biomanufacturing programs. All three options will be described in this packet. Courses are offered day or night at the Devens campus

1. Twelve week **non-credit Biomanufacturing Workforce Training Program** (pg. 3)
2. One year **credit certificate** (pg. 6.)
3. Two year **Associates degree** (pg. 6.)

Financial assistance may be available for those who qualify. For complete information about the federal and state student financial assistance programs available to MWCC students, stop by or call the financial aid office in Gardner or call (978) 630-9169. By applying for aid early, students will have more information earlier to determine the actual amount they will have available to pay for the necessary expenses. <http://www.mwcc.edu/catalog/financialaid.html>

# Technical Positions



Our curriculum will result in a bench level technician capable of employment in a number of positions in the biotech/biomanufacturing industry, with entry level salaries of \$30,000 or more. Some of these technical positions include:

## **Manufacturing Technician -Upstream**

Responsible for assisting manufacturing in specific product-related operations in cell culture and growth. Operates and maintains production equipment as it relates to cell culture (i.e., cell harvests and separation operations). Also performs fermentation. Operates and maintains production equipment related to fermentation (e.g., fermenters, bioreactors, centrifuges). Weighs, measures, and checks raw materials to assure proper ingredients and quantities. Prepares media and buffer components. Maintains records to comply with regulatory requirements and assists with in-process testing.

## **Manufacturing Technician -Downstream**

Responsible for setting up area operations, performing according to SOPs, and following electronic work instructions in accordance with a GMP environment to manufacture biopharmaceutical drug substances. Responsibilities include cleaning-in-place (CIP) and sterilizing-in-place (SIP) of equipment, column chromatography, ultrafiltration, diafiltration, conducting protein purification operations, monitoring control devices, and executing any other related operations pertaining to the process area. Also maintains records to comply with regulatory requirements and assists with in-process testing.

## **Chemistry QC Technician**

Performs a variety of inspections, checks, tests, and sampling procedures for the manufacturing process according to standard operating procedures (SOPs). Performs in-process inspection and documents results. Monitors critical equipment and instrumentation. Writes and updates inspection procedures and checklists as necessary. Requires knowledge of current good manufacturing practices (GMPs).

## **Microbiology QC Technician**

Performs routine microbiological testing of raw materials, in-process samples and finished formulations according to Standard Operating Procedures (SOPs). Conducts routine environmental monitoring of GMPs, manufacturing areas, equipment and processes according to established procedures. Calibrates and maintains microbiology laboratory equipment. Compiles and analyzes data for documentation of test results and prepares related reports. Revises and updates SOPs as necessary.

Source: Massachusetts Biotechnology Council's Overview of Industrial Jobs <http://www.bio-link.org/issuesWorkforce.htm>

## **Additional Websites of Interest:**

[www.genome.gov](http://www.genome.gov)

[www.genomics.energy.gov](http://www.genomics.energy.gov)

[www.biotechworkforce.org](http://www.biotechworkforce.org)

[www.Biomaufacturing.org](http://www.Biomaufacturing.org)

[www.bio-link.org](http://www.bio-link.org)

[www.ornl.gov](http://www.ornl.gov)

# Biomanufacturing Workforce Training Program

This program is funded, in part, by a grant awarded under the President's Community-Based Job Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. ***This new and tuition free, 12-week biomanufacturing training program*** is designed to prepare students for employment in this burgeoning field. Recent high school graduates as well as career-changers with a strong background in math, biology and chemistry are encouraged to apply for a seat in the rigorous program. Our non-credit training program will prepare students to fill critical positions needed for production operations. Our program helps individuals obtain positions such as quality control chemists or quality assurance microbiologists. Classes will be held at the Devens campus, recently furnished with cutting edge equipment through the same federal Community-Based Job Training grant.

**Am I a good candidate for this program?** This program is designed for students with some background experience in manufacturing and/or appropriate education in science and math curricula. While previous science experience is desirable, it may not be necessary. The curriculum will be a presentation of biotechnology and biomanufacturing, including foundational concepts in biology, chemistry, and mathematics.

Many of the positions for which the program provides training have physical requirements that prospective employees must meet to obtain the position. For example, a process operator at a biomanufacturing plant must be able to stand for prolonged periods of time, walk, bend, stoop, reach, and lift up to 50 pounds. In addition these employees work in pairs so there is a further need for communication skills that would facilitate the active exchange of information. Also, many of the positions require working in a clean room environment in 12-hour shifts with breaks as required by law.

**When is the next class?** **January 4, 2010 to March 26, 2010.** There will be 21 hours of formal classroom instruction per week. Classes will meet three days each week (MWF) from 8:30 a.m. to 3:30 p.m. at the Devens campus.

**What is a college placement test?** The college placement test is conducted in order to evaluate your skill levels in reading, English and mathematics. Reading level is the most important. Based upon your placement scores, you may need to enroll in coursework which will prepare you for the academic aspects of the training curriculum. Placement Requirements for the non-credit program are: Eng 101 and Mat 096 (Note that Mat 096 is equivalent to the course previously listed as Mat 121 in our updated numbering system).

**Do I need to take the college placement test to get into the non-credit program?** Maybe. But first, non-credit applications will be carefully reviewed by the application committee. Then, a determination will be made regarding your individual testing needs. Non-credit applicants may/may not need to take the College Placement Test in reading, writing and math. If we feel that it would be beneficial for you to take the test, we will contact you with details.

**Do I need to take the college placement test if I'm not sure which program I'd like to participate in?** If you are not sure which program you are interested in and would like to schedule a testing date now, you may contact the Testing Center at (978) 630-9244. They are located at the Gardner campus in room #128C.

**Is this program section 30 eligible through the DUA (Division of Unemployment Assistance)?** Yes. You may be eligible for up to an additional 18 weeks of unemployment insurance benefits while you are attending approved full-time training and not be required to look for work during this time. You must apply to DUA by your 15th paid week of unemployment insurance (UI) benefits. (If you are unemployed, you should speak with your employment advisor about all related issues and courses of actions.

**How can I apply for the Biomanufacturing Workforce Training Program?** Applications are being accepted now for the January class. You will find a non-credit application in the back of this booklet. Complete the application as thoroughly as possible and be sure to sign it.

- Send your completed application package to us ***prior to the application deadline date: Friday, November 20, 2009.***

Your application packet must include the following:

- ✓ **Application:** Completed and signed.
- ✓ **Resume':** Must be typed. Please also provide a cover letter as well to describe your level of proficiency with computers. This includes internet and e-mail use and familiarity with word processing and spreadsheet software.
- ✓ **References:** Three references: One reference may be a friend or relative; at least two must be professional or work related.
- ✓ **Transcripts:** If you have taken any college courses, we need an unofficial copy of your college transcripts. We may later require an "official" copy or additional documentation.

Incomplete packets will not be accepted.

**Where should I send my application packet?** Mail your packet to:

Tami Morin, Biotechnology & Biomanufacturing Program Administrative Assistant  
Mount Wachusett Community College  
One Jackson Place, 27 Jackson Road  
Devens, MA 01434, Suite #202

**How will I find out if I'm accepted?** Our committee will carefully review all completed application packets, which have been received by the deadline date. Whether you are selected for this program or not, you will receive notification by US mail prior to or within the first week of December. Your patience is greatly appreciated.

If you are selected, you will be required to fill out acceptance forms, which must be returned to us in order to register you for this class.

If you are not selected, your application will be kept on file. If you are interested in applying for our next class, you will need to notify us of your continued interest. Also, you will automatically be entered into our waiting list. If a seat becomes vacant in the class that you have applied for and you are selected by our committee, you will be contacted prior to the first day of class. You will then be required to fill out acceptance forms, which must be returned to us in order to register you for this class.

## Biomanufacturing Workforce Training Program Curriculum:

Topic	Description
Program Intro & Overview	Working in Bio-manufacturing; Introduction and review of the pre-Employment curriculum; Program objectives and expectations; Tour of training facilities
Pre Biology and Chemistry lectures and laboratories	Review of important aspects of biology and chemistry (and mathematics) applicable to biotechnology and biomanufacturing.
Biomanufacturing Overview	Overview of the Bio-manufacturing process; Upstream, Downstream; Terminology
Intro to (GMP) Good Manufacturing Practices	General understanding of GMP principles, procedures, and vocabulary; History of FDA; Intro to 21 CFR; Building quality into the product (concepts & principles); Good Documentation Practices; Intro to Validation
Tour of a typical Biomanufacturing Facility	Guided tour of bio-manufacturing facility; Overview of functions of typical plant utility systems
Aseptic Operations	Overview of Aseptic Technique; Preventing contamination; Introduction to Gowning; Environmental Monitoring
Working Safely	Common hazards; Hazard Communication; PPE; Safe work practices; OSHA regulations
Upstream Processing Training Lab	Establish working cell bank; Perform Scale-up operations, sterilization, testing, recovery/filtrations, media addition; Inoculate seed, profusion, production reactor; Monitor culture parameters; Execute sampling; Follow GMPs (documentation); Utilize PC skills (systems)
Downstream Processing Training Lab	Pack columns; Perform viral inactivation; Perform chromatography steps; Diafiltration (Ultra Filtration)
Process Support Training Lab	Buffer & media prep; Support equipment (autoclave, glass washers, etc); pH, conductivity meters, filter installs, raw material handling
QC Microbiology and QA Chemistry Training Lab	Sampling techniques (air, water, etc); Process samples (incubate, read/assess); Monitor equipment; Test for endotoxins/bioburden; Personnel monitoring; Environmental monitoring
Enterprise Manufacturing Systems	Delta V; Compliance Suite; Trackwise; Other
Interpersonal, Organizational Effectiveness	Working as a Team; Interpersonal Effectiveness; Problem Solving and Decision Making

## One Year Certificate in Biotechnology/Biomanufacturing

This one year program offers similar yet more detailed skill development than the non credit training program. In addition, the curriculum offers a more solid foundation in chemistry and biology, classes which also apply to the college's two year associate degree. Classes will follow the normal, two semester college schedule. Please see the MWCC College catalog for the academic calendar.

**Note: This program is designed to be completed in two semesters, starting in the Fall.**

## Two Year Associate Degree in Biotechnology/ Biomanufacturing

The associate degree is a sequential set of courses which requires preparation in science, chemistry, writing, mathematics, and biotech/biomanufacturing. Review the MWCC college catalog for courses offered (which may differ slightly from those required in the certificate program). You can view the catalog on line at: <http://www.mwcc.edu/default.html>

### How can I apply for the one year certificate or two year associates degree?

1. Admission Application:

First, you must complete an MWCC college admissions application in order to apply to the college. You will find an admissions application in the back of this packet. Since the Biotechnology/ Biomanufacturing program is not a selective curriculum at this time, you will be accepted, provided you meet any overall college requirements. Visit or call the college's Admissions Office (978) 630-9110 or go to <http://www.mwcc.edu/info/apps.html> to print an application, if you wish.

2. College Placement Test:

After you have been accepted to MWCC, you may schedule a (computerized) college placement test date by contacting the College's Gardner Testing Services Office at (978) 630-9244. If you would prefer to take your test at the Devens campus, call (978) 630-9569. The test will determine your entry level skills in reading, writing, and mathematics. Unless you have previous college experience either at MWCC or another institution, you will be required to take the college placement test. You will need to complete MAT 096 (a.k.a. MAT 121) during your first semester because many of the upper level biotech courses require MAT 120 or 121 as prerequisites.

3. Advising and Registration:

Once your placement test results are determined, you will be able to meet with an advisor and schedule courses. Call the Devens campus to schedule an appointment to meet with an advisor (978) 630-9569. If placement testing is not necessary, as determined by the college, you may register for classes immediately following your acceptance into MWCC. Enrollment Services will aid you in choosing classes or may connect you to an advisor directly related to the biotech curriculum. You may call Gardner at (978) 630-9238 or Devens at (978) 630-9578.



# Quick List

1. **Biomufacturing non-credit program:** <http://www.mwcc.edu/info/news.html#first>  
Our next class: **January 4, 2010 to March 26, 2010**. The non-credit application is located on the back of this packet. Be sure to send your *completed* application packet, which must include all of the required documentation, to the Devens campus prior to Friday, November 20, 2009.
2. **Biotech Certificate (1 year):** <http://www.mwcc.edu/catalog/btc.html>  
If you are interested in applying for this program, please complete the college admissions application. You will find an electronic application here: <http://www.mwcc.edu/PDFs/admissionsApp.pdf> or you may apply on line at: <http://www.mwcc.edu/prospective/apply.html>
3. **Biotech Degree (2 year):** <http://www.mwcc.edu/catalog/btd.html>  
If you are interested in applying for this program, please complete the college admissions application. You will find an electronic application here: <http://www.mwcc.edu/PDFs/admissionsApp.pdf> or you may apply on line at: <http://www.mwcc.edu/prospective/apply.html>

## Quick Web Links:

MWCC Main page: <http://www.mwcc.edu/default.html>  
Applications: <http://www.mwcc.edu/info/apps.html>

## College Placement Test:

Initial tests are free. Retests are \$10.00. Gardner campus (978) 630-9224, Devens campus (978) 630-9569  
<http://www.mwcc.edu/services/testing/CPT.html>

## Financial Aid:

(978) 630-9169 or <http://www.mwcc.edu/catalog/financialaid.html>

## Directions to the Devens campus:

One Jackson Place, 27 Jackson Road, Devens, MA 01434  
From Route 2 East take exit 37B. From Route 2 West take exit #37.  
You will be on Jackson Road. Approximately 1 mile up you will see an intersection/traffic lights.  
After the intersection, take your first left. You will see a sign for MWCC. Free parking is available.

## Free Biotech Information Sessions:

**Our information sessions provide a great deal of valuable information on all three of our programs.** You will have an opportunity to meet our instructors, see our facilities first hand and ask questions to help guide you in the right direction. If you are interested, please RSVP to Tami Morin at [t\\_morin@mwcc.mass.edu](mailto:t_morin@mwcc.mass.edu) or call (978) 630-9578.

“2009” Info. Session Dates: November 2, & December 7  
5:30 pm – 6:30 pm at the Devens Campus.

Tami Morin, Administrative Assistant (978) 630-9578  
Danielle Thompson, Program Coordinator (978) 630-9245  
John Henshaw, Program Manager (978) 630-9468



Rec. \_\_\_\_/\_\_\_\_/\_\_\_\_ MWCC ID \_\_\_\_\_  
 Resume  Ref  Trans.  CPT  Other. \_\_\_\_\_  Rtg. \_\_\_\_

**Application for : Biomanufacturing Workforce Training Program**

12 week non-credit certificate ~ **January 4, 2010 to March 26, 2010** M, W & F 8:30 am -3:30 pm

Once fully completed, please submit to the Devens campus at the address above.

**Please see the other side of this application for important directions.**

**Applicant Information**

First Name: \_\_\_\_\_ Last: \_\_\_\_\_ Middle: \_\_\_\_\_

Home Address \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code County

Home Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
(required for tracking)

Male  Female Marital Status:  Single  Married  Divorced

**Please check all that apply**

- I am a U.S. Citizen  I have registered for Selective Service (males aged 18-25)
- I am a veteran  I have a disability  English *is not* my first language

Please help us determine how well MWCC serves our region by completing the following questions. Your response is voluntary. **Ethnicity:**  Hispanic or Latino  Not Hispanic or Latino

Please select one or more of the following racial categories to describe yourself.

- Race:**  American Indian or Alaska Native  Asian  Black or African American  
 Native Hawaiian or Other Pacific Islander  White  Cape Verdean

**Education & Work History**

**High School:**  HS Diploma  GED  Graduation or GED completion date: \_\_\_\_\_

High School Name and Location: \_\_\_\_\_

**College:**  Some classes  Associates' Degree  Bac of Science  Bac of Arts  Masters Degree

College Name and Location: \_\_\_\_\_

Have you taken any biology or chemistry classes?  Yes, High School  Yes, College  Yes, Both  No

If yes, where did you take these classes? \_\_\_\_\_

**Employment:**  Employed Full Time  Employed Part Time

Current Employer: \_\_\_\_\_ Job Title \_\_\_\_\_

Unemployed as of \_\_\_\_/\_\_\_\_/\_\_\_\_ Most recent employer? \_\_\_\_\_

D.U.A. case worker: \_\_\_\_\_

Do you have any of the following work experience?  Manufacturing  Lab  Chemistry

After my training, I would agree to be tracked using a "Facebook" or "LinkedIn" account:  Yes  No

*I certify that the information provided above is, to the best of my knowledge, true and correct; and consent to the disclosure of this information to the Massachusetts and U.S. Departments of Labor.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*Funded, in part, by a grant awarded under the President's Community-Based Job Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration.*

**DIRECTIONS:** The following items **must be included** with your application packet and submitted by the application deadline date (11/20/09) to the Devens campus. Incomplete applications will not be accepted.

1.) application, 2.) resume', typed 3.) three letters of reference 4.) college transcripts (unofficial/copy, if you have taken any college courses).

**We collect information to serve you.** We use the information we collect as permitted by law. Your response to these questions is voluntary, but important to help us comply with the law. Your responses will not affect your participation in the program.

**Your information is confidential.**-Federal laws and Massachusetts' Community College policies protect the privacy of individual social security numbers by limiting the conditions under which they are collected, used and disclosed.

**We protect your information.**-The Massachusetts' Community Colleges maintain practices to ensure the security and confidentiality of your personal information, including SSN. We do not use your SSN as your student ID number – each student has a unique MWCC/Banner ID number instead. Access to your SSN is strictly limited to those staff that have a legitimate need to use the information in the normal course of performing their duties.

**We use this information to comply with U.S. Department of Labor (USDOL).** The Massachusetts' Community Colleges were awarded a grant under the Community Based Job Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration, to increase completion rates in healthcare certificate programs and open pathways to degrees and higher-wage jobs. The USDOL requires that we collect personal identification, demographic and employment information on biotechnology/biomanufacturing participants to comply with federal policies and assess program outcomes. They compile this information to share with Congress and other state and federal agencies.

**Your Social Security Number-** Your Social Security Number is requested to meet the requirements of the Workforce Investment Act of 1998: *Workforce Program Reporting* – In order to meet the requirements of the Workforce Investment Act of 1998, Section 122, we may use your SSN to compile summary reports related to education programs offered at the college, including both credit and non-credit programs, which support training, placement and retention of students in employment. Having your SSN will allow us, following federal and state guidelines, to match your educational record and progress with your individual wage record to compile the required WIA reports. Your wage record information is confidentially maintained, based on your SSN, by the State of Massachusetts and will not be disclosed to any person or entity unless legally permitted.

**Our application committee** will carefully review applications based on our selection process in a fair and just manner. Additional documentation and/or testing may be required.

**Equal Opportunity Disclaimer:**

RACE, COLOR, SEX, NATIONAL ORIGIN: Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment or where employment discrimination causes or may cause discrimination in providing services under such programs. Title XI of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES: Section, 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government, public or private agency. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job. If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance



Attendance Information

I plan to begin classes:

Fall, Sept. (Yr.) Spring, Jan. (Yr.) Summer, May (Yr.) or July (Yr.)

Have you ever attended/applied to Mount Wachusett Community College? yes no

If applied only, in what year? If attended, last year of attendance:

Social Security Email Address:

Name Last Name First Name Middle Initial Previous Last Name

Mailing Address: Street & Apt. # or P.O. Box

City State Country Postal/Zip code

Permanent Address: Street & Apt. #

City State Country Postal/Zip code

Telephone Numbers: Home ( ) Work ( ) Cell ( )

Gender (optional): Male Female Date of Birth (optional): Birthdate / /

Citizenship (REQUIRED): Country of Birth Country of Citizenship

I am a U.S. Citizen
I am a Non-Citizen. My current status is: (check all that apply)
Resident Alien (presentation of card required)
In the country with a (presentation of current visa required) :
visitor visa student visa other
I wish to obtain a student visa
(must submit International Student Application with additional documentation)

Personal Information

Ethnic Background: Please help us to determine how well MWCC serves our region by completing the following question. Do you identify yourself as:

Hispanic or Latino Not Hispanic or Latino

Race: Select one or more races to indicate what you consider yourself to be.

American Indian or Alaskan Native Asian Black or African American White Cape Verdean

Native Hawaii or Pacific Islander

Marital Status (optional): Married Single Divorced Separated

Identity Security Question: What city were you born in?

Person to contact in case of emergency:

Name: Relationship to the applicant:

Address: Street & Apt. # City State Country Postal/Zip code

Telephone:

Application Instructions

General Instructions

- 1. Complete, sign and return this application with a non-refundable \$10.00 Application Fee. Make check payable to "MWCC."
2. For advising purposes, official high school/home school/GED or college transcripts are encouraged: Under the following considerations, transcripts are required:
1) applying to one of our healthcare programs; 2) transferring college credits; or 3) have been awarded an educational certificate from outside of the U.S. Those documents awarded from a country outside of the U.S. must be translated and evaluated to U.S. standards through a credential evaluating agency. Agencies can be found on the web at www.naces.org. Current high school students will be accepted into a major pending verification of high school graduation.
3. Students may apply at any time throughout the year, with the exception of selective majors, international, and Dual Enrollment applicants.

International Applicants: (financial aid is not available)
After reviewing general instructions above and completing the college application, all international students must also complete the International Student Application. This application packet is available on our web-site or through the admissions office.
Application deadline:
May 15 for fall
September 15 for spring
All financial and education materials must be received in the admissions office by the posted deadline for consideration.

Dual Enrollment Applicants - Do Not Use This Form (financial aid is not available)
MWCC offers high school juniors and seniors the opportunity to complete coursework at the college while still attending their high schools. Whether you are simply seeking an additional academic challenge or you intend to transfer your courses back to the high school to meet your graduation requirements, you are required to complete our High School/Home School Applicant Form. This form is available on our website, at your guidance office, or by calling the enrollment office at (978) 630-9284.

Office Use
Date Rec'd Initials: \$10 App. Fee: Receipt#:
Cash Check# Waiver Entered: Date: Initials:

For information about accommodations for disabilities, please contact the Counselor for Students with Disabilities at (978) 630-9120

# Education Information (Required by all applicants)

Have you been awarded your high school diploma or GED certificate?  yes  no

If yes, you must provide the following information: **I have a:** (check one)

High School Diploma (01)  GED certificate (06)  Certificate of Completion

Home School Diploma (Do you have documentation from your school system approving your educational plan?  yes  no)

Name of High School/Home School/Testing Center \_\_\_\_\_

Location: \_\_\_\_\_ Date Awarded (month/yr) \_\_\_\_\_  
City State Country (documents awarded outside of the U.S. must be evaluated to meet U.S. standards)

If no, select and complete one of the following:

I am a current high school/home school student at \_\_\_\_\_  
Name of school City State

and intend to graduate \_\_\_\_/\_\_\_\_. (07)  
Month Year

I am not a high school student and do not have my GED. (Applicants must obtain an ATB Testing Form available in the admissions office.) (08)

Have you ever completed courses at a college other than MWCC?  yes  no (if no, move to "Residency Information")

What is your highest level of college completed?

Completed some college (10)  Associate Degree (03)

Bachelor Degree (02))  Master Degree or higher (04)

Please list all colleges you have attended (other than MWCC):

College City State

College City State

### Placement Testing Waiver: (complete only if applicable)

I have completed coursework in English (i.e., English Comp., College Writing) at:

College Name Course Title Grade Received

I have completed coursework in Mathematics (i.e., Algebra, Statistics, College Math) at:

College Name Course Title Grade Received

# Residency Information (Required by all applicants)

Please select one of the following:

I have lived in Massachusetts continuously since, \_\_\_\_/\_\_\_\_.  
Month Year

If less than (6) months, previous state of residence \_\_\_\_\_.

I am over the age of 60 and have lived in Massachusetts continuously for (1) year.

SSN# or Student I.D. Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_Yes \_\_\_\_\_ No. If not, please complete the following:

Are you a Permanent Resident? \_\_\_\_\_Yes \_\_\_\_\_No (If yes, list alien registration number: \_\_\_\_\_)

If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status in detail: \_\_\_\_\_

### Please check the in-state or reduced tuition eligibility category that applies to you:

\_\_\_\_\_ I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

As proof of my intent to remain in Massachusetts, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents\* are dated within one (1) year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary. Please check-off those documents you possess as proof of your intent to remain in Massachusetts.

\_\_\_\_\_ Valid Driver's license \_\_\_\_\_ Utility bills\* \_\_\_\_\_ Employment pay stub\* \_\_\_\_\_ Valid Car registration  
\_\_\_\_\_ Voter registration\* \_\_\_\_\_ State/Federal tax returns\* \_\_\_\_\_ Mass. High School Diploma \_\_\_\_\_ Signed lease or rent receipt\*  
\_\_\_\_\_ Military home of record\* \_\_\_\_\_ Record of parents' residency for unemancipated person\* \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ I am an eligible participant in the New England Board of Higher Education's Regional Student Program.

\_\_\_\_\_ I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

I do not reside in Massachusetts, but have a natural parent who provides financial support and who is a legal Massachusetts resident.

Therefore, I qualify for in-state residency. (Documentation is required and applies only to students 24 years of age or younger.)

# Program of Study

---

I intend to pursue a degree or certificate program. My choice of study is: (refer to list on back page)

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

I prefer Non-matriculation status, I do not intend to declare a degree program at this time (Non-degree seeking students may complete a maximum of 12 credits and are not eligible for financial aid).

## Research

---

Please indicate your preference of this college at the time you applied for admission.

First Choice  Second Choice  Third Choice  Fourth Choice

Do either of your natural or adoptive parents have a four-year college degree?  yes  no

Were you a Tech Prep student in High School?  yes  no

## Educational Objective

---

What is your educational goal for attending MWCC?

- Complete a certificate
- Complete an associate degree
- Complete an associate degree, then transfer to a four-year institution

Is English your native or "first" language?  yes  no

If no, we offer English as a Second Language (ESL) courses that prepare non-native speakers to develop and improve conversation, reading, writing, and grammatical skills in English that are necessary for academic as well as professional achievement. Do you require additional coursework to improve your English (written and verbal skills)?  yes  no

How did you find/receive information about MWCC? (check all that apply)

- Radio
- Newspapers
- Friend/relative
- MWCC student (current/former)
- MWCC Function—met or spoke w/ admissions rep.
- Guidance counselor
- Internet—MWCC website
- GED graduate of a MWCC test site
- Educational Opportunity Center
- Television

## Additional Interests

---

The following opportunities are available to you while attending MWCC. Please review this list and check what interests you. Some programs have eligibility requirements.

- Honors Program: (HP)** The Honors Program provides an intellectually challenging academic experience for students desiring advanced studies through a highly individualized experience.
- Visions: (VI)** A student support services program that offers participants personal, academic, and career counseling in addition to various workshops and seminars designed to help students persist in college.

## Signature (Required)

---

I hereby apply to MWCC. I agree to accept the regulations and requirements of the college and will cooperate with the students, faculty, and administration in the maintenance of high standards and appropriate conduct. I understand that concealment of facts or untruthful statements may result in my application being withdrawn or cause me to be dismissed from Mount Wachusett Community College. The information I have provided is true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

*(REQUIRED If applicant is under the age of 18 at time of application)*

### Have you applied for financial aid?

- I have already applied  I plan on applying  I do not plan on applying

To apply for financial aid, students must complete the FAFSA, available on the Federal Financial Aid Web site at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial Aid can be used to pay for tuition, fees, books, transportation, and other educational expenses. MWCC strongly encourages you to complete the FAFSA. If you have questions about your financial aid application or college financial planning, please call the college Financial Aid Office (978) 630-9169 or online at [www.mwcc.edu/financial](http://www.mwcc.edu/financial)

# MWCC Associate Degree & Certificate Programs - Majors/Codes

## Associate Degrees

### (AHD) Allied Health Degree

#### Art

- (RT) Traditional Program
- (RTP) Professional Track

### (ATD) Automotive Technology **D S**

### (BTD) Biotechnology

### (BCT) Broadcasting & Electronic Media **D T**

### Business Administration

- (BAC) Career **L O N**
- (BA) Transfer **T**

### (CLS) Clinical Lab Science **D S**

### (CHD) Complementary Health Care **D S**

- (CHY) Yoga Teacher Training

### (CGD) Computer Graphic Design–Print **D T**

### (CGW) Computer Graphic Design–Web Design **D T**

### (CIS) Computer Information Systems **O N**

- Desktop Support Concentration
- Networking Concentration
- Programming/Transfer Concentration

### Criminal Justice

- (CJL) Law Enforcement Concentration **T N**
- (CJCD) Corrections Conc. **T N**

### (DHY) Dental Hygiene **S**

### Early Childhood Education

- (ECC) Career Concentration
- (ECT) Transfer Concentration **T**

### (FS) Fire Science Technology **E**

### (GS) General Studies **L O N**

- (GSCLS) General Studies Clinical Lab Science
- (GSDH) General Studies Dental Hygiene

### (HS) Human Services **L N**

- American Sign Language/Deaf Studies Option
- Gerontology Option

### Liberal Arts and Sciences

- (LA) Liberal Arts **T**
- (LAS) Liberal Studies **T N**
- (LAC) • Communications Option
- (LAEL) • Elementary Education Concentration
- Fitness Leadership and Exercise
- (LAX) Science Conc.
- (LAHP) • History & Political Science Conc.
- (LAT) • Theatre Arts Option

### Manufacturing Technology

- (PT) Plastics Technology Concentration
- (Nypro, Inc.) **E**

### (MAS) Medical Assisting

### (NRD) Natural Resources Technology **D**

### (PLD) Paralegal Studies **L O N**

## Certificates

### (AHC) Allied Health

### (ATC) Automotive Technology **D S**

### (BTC) Biotechnology/Biomufacturing

### (BUC) Business Administration **L N**

### (CHC) Complementary Health Care **N**

### (CAA) Computer-assisted Accounting **L N**

### (CGDC) Computer Graphic Design–Print **D**

### (CGWC) Computer Graphic Design–Web **D**

### (EDC) Electronic Communication and Digital Media **L**

### (EXS) Fitness Leadership and Exercise Science **D N**

### (HSC) Human Service Technician **L N**

### (ITC) IT Support Specialist

### (CJLC) Law Enforcement Certificate **N**

### (MOC) Medical Office **N**

### (OAC) Office Assistant

### (PLS) Paralegal **L O N**

### (SBC) Small Business Management **L N**

## Selective Programs

### (CLS) Clinical Lab Science Degree **D S**

### (DHY) Dental Hygiene Degree **S**

### (MTC) Massage Therapy Certificate **D S**

### (NU) Nursing Degree **S T**

### (PTA) Physical Therapist Assistant Degree **D S N**

### (PN) Practical Nursing Certificate **D S**

## Other options

### English-as-a-Second Language Courses

### (XEMT) Emergency Medical Technician Training

### (XPLB) Phlebotomy Certificate of Completion **E**

### Radiologic Technologist Articulation Agreement.

(In collaboration with Quinsigamond Community College) (see catalog).

Not all degree or certificate programs can be completed in the evening. The college reserves the right to add, revise, or withdraw programs.

## Legend

**D** = day only

**E** = evening only

**L** = can be completed entirely at the Leominster Campus & Corporate Training Center, as well as the Gardner campus.

**O** = can be completed entirely online

**S** = admission to this program is selective. Prospective applicants must complete additional application requirements.

The priority deadlines for fall admission are Jan. 15 for NU; Feb. 1 for DHY; Mar. 1 for CHD, CLS, and PTA, and Jan. 15 for LPN Bridge applicants. The priority deadline for PN is May 1 for fall admission at the Devens Training Center and Sept. 1 for spring admission at the Gardner Campus.

Receipt of program application is required. Applicants may be admitted to General Studies prior to selective decision.

**T** = Transfer

**N** = can be completed at night

Mount Wachusett Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status.

In compliance with the Clery Act (20 U.S.C. 1092(a) and (f)), all prospective students are entitled to review the MWCC Annual Security Report. This report may be accessed online at [www.mwcc.edu](http://www.mwcc.edu) or by request through the Office of Admissions.



444 Green Street  
Gardner, MA 01440-1000 / USA  
(978) 632-6600  
[www.mwcc.edu](http://www.mwcc.edu)